

# Recovery Act Bulletin

		NUMBER: 11-01
<b>SUBJECT:</b>  REQUEST FOR UPDATED DATA USING THE CALIFORNIA ARRA AND ACCOUNTABILITY TOOL		<b>DATE ISSUED:</b>  March 10, 2011
<b>REFERENCES:</b>  AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) OFFICE OF MANAGEMENT AND BUDGET MEMORANDUM M-09-21 RECOVERY ACT BULLETIN 09-12		<b>SUPERSEDES:</b>

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Department of Finance Budget Staff

FROM: California Recovery Task Force

**Purpose:** The purpose of this Recovery Act Bulletin (RAB) is to announce key dates associated with the collection, updating and reporting of California ARRA data using the California ARRA and Accountability Tool (CAAT).

The CAAT will be used to ensure California complies with the April 2011 federal reporting requirements pursuant to Sections 1512 and 1511 of the American Recovery and Reinvestment Act of 2009 and for other state reporting required by the California Recovery Task Force (CRTF).

**Directive:** Pursuant to guidance by the Office of Management and Budget (OMB) in Memorandum M-09-21, reports due on April 14, 2011, will include funding from February 17, 2009 (the date the Act was enacted by Congress) through March 31, 2011. The schedule associated with reporting CA-ARRA data subject to Section 1512 and other reporting requirements is outlined below. These dates must be adhered to by all state agencies subject to reporting and encompass the reporting of sub-recipient information for which prime-recipient departments are responsible.

**All records will need to be reviewed and approved by close of business (COB) on April 12, 2011.**

- |   |                                      |
|---|--------------------------------------|
| • Departments complete review/approval of CAAT data                     | March 28, 2011– April 12, 2011 (COB) |
| • CRTF transmits CAAT data to the federal government                    | April 13 –April 14                   |
| • Departments complete review/approval of updated CAAT data *           | April 15                             |
| • Federal Agencies review and comment, if appropriate, on reported data | April 16 – April 29                  |
| • Reported data is posted on Recovery.gov                               | April 30                             |

**\*- Please note that OMB has designated only 1 day for review and update of initially reported ARRA data.**

**Departments that wish to update their initially reported data should request their federal agency enter a comment in Federal Reporting beginning April 16 through April 29. CAAT Help will forward the comment upon receipt. The department may also update their data during the continuous Quality Assurance period that follows the reporting month.**

CAAT will be open on March 28, 2011. Departments will need to “unapprove” their records prior to any data changes. It is important that Departments update, review and approve their data by April 12 in order to give sufficient time to the CAAT team to upload the data to federalreporting.gov and meet OMB’s initial compliance deadline of April 14, 2011.

Departments should have already created a new Reporting Period 7 1512 Update Report. **After all data has been updated including sub-recipient data, please open the Reporting Period 7 1512 Update screen and click on the “save and close” button. This will ensure that CAAT updates the total jobs number.** Without this step, the ARRA data cannot be uploaded to FederalReporting.gov

**Minimum  
System  
Requirements**

The new CAAT system, using the Stimulus360 platform, requires the following:

Microsoft Windows XP SP2 or Windows Vista

Microsoft Internet Explorer 6 with SP1 or Internet Explorer 7

**Accessing  
CAAT and CA-  
ARRA Data**

The CAAT Website provides guidance and instructions to facilitate the completion of the CAAT data collection. Only state Department personnel are able to access the CAAT directly. Sub-recipients are able to provide required data via other methods.

Individuals responsible for submitting and approving CA-ARRA data that do not have passwords should request passwords in accordance with the instructions included in RAB 09-12 available at:

<http://www.recovery.ca.gov/html/newsroom/recoveryactbulletins.shtml>

For individuals with passwords who cannot access the CAAT, or for additional information concerning CA-ARRA reporting using the CAAT, contact the CAAT Help Desk at [CAAT.Help@state.ca.gov](mailto:CAAT.Help@state.ca.gov) or call (916) 431-5457.

**Questions:**

For questions regarding this Recovery Act Bulletin, please contact Sharon Ruzon at [Sharon.Ruzon@recovery.ca.gov](mailto:Sharon.Ruzon@recovery.ca.gov).